

SADS Program _____ ID# _____

Date of Assessment Visit _____

CLIENT FILES REVIEW

Review the files of all DFTA-funded clients up to a maximum of 10 (if more than 10, you must choose randomly among all files (do not look only at files given to you by the program). If fewer than 10 DFTA-funded clients, leave columns blank.

File #1 Client Name or Identifier _____

File #2 Client Name or Identifier _____

File #3 Client Name or Identifier _____

File #4 Client Name or Identifier _____

File #5 Client Name or Identifier _____

File #6 Client Name or Identifier _____

File #7 Client Name or Identifier _____

File #8 Client Name or Identifier _____

File #9 Client Name or Identifier _____

File #10 Client Name or Identifier _____

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ATTENDANCE RECORDS

Does the program maintain attendance records on each client that documents dates of attendance?	<input type="checkbox"/> yes <input type="checkbox"/> no
Does the program maintain attendance records on each clients that documents, for each day the # of hours that the client was in attendance?	<input type="checkbox"/> yes <input type="checkbox"/> no
Is there documentation on-site to support the number of units (slots) reported to DFTA for a sample month? <i>Choose a sample month of reporting and enter # of units reported.</i> _____ (month) _____ (units) Complete the chart next page or each day of the month the program was open and providing service to DFTA clients	<input type="checkbox"/> yes <input type="checkbox"/> no

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Day #	Date	# of DFTA-funded participants attending 5 hours or more (slots=units) <i>(see note below)</i>
Day #1		
Day #2		
Day #3		
Day #4		
Day #5		
Day #6		
Day #7		
Day #8		
Day #9		
Day #10		
Day #11		
Day #12		
Day #13		
Day #14		
Day #15		
Day #16		
Day #17		
Day #18		
Day #19		
Day #20		
Day #21		
Day #22		
Day #23		
Total # of 5 hour slots per month		

Note: Ask director what documentation is available of the number of hours in attendance. For example, if a client gets transportation from the program, there is probably a set time the client is delivered to the program and the client leaves the program. If there is no

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documentation available, then for the purposes of this review just count the number of participants who attended on the given date, but make a note that there is no record of how many hours they were in attendance.